

GENERAL INFORMATION

- Set calculator at four decimal places.
- When calculating an increase in salary, multiply the base by the percent increase. A 5% increase is calculated by multiplying the base by 105%. To multiply, move the decimal two places to the left (105% = 1.05).

Example:

$$\$4129 \times 105\% \text{ (or } 1.05) = \$4335.45 \text{ (rounded to } \$4335)$$

- For monthly rate employees, round to the whole dollar by rounding up if first decimal place is 5 or greater.

Examples:

$$\begin{array}{c} (5\%) \\ \$4129 \times 1.05 = \$4335.45 - \text{round to } \$4335 \end{array}$$

$$\begin{array}{c} (5\%) \\ \$5477 \times 1.05 = \$5750.85 - \text{round to } \$5751 \end{array}$$

- For daily or hourly rate employees, round to the second decimal place by rounding up if third decimal place is 5 or greater.

Examples:

$$\begin{array}{c} (5\%) \\ \$167.69 \times 1.05 = \$176.0745 - \text{round to } \$176.07 \end{array}$$

$$\begin{array}{c} (5\%) \\ \$120.57 \times 1.05 = \$126.5985 - \text{round to } \$126.60 \end{array}$$

- When calculating range differentials, round percentages to the first decimal place by rounding up if the second decimal place is 5 or greater.

Examples:

$$\$174 \div \$1912 = 0.0910 = 9.10\% = 9.1\%$$

$$\$174 \div \$2424 = 0.0718 = 7.18\% = 7.2\%$$

- When calculating an increase or decrease for a PUN or settlement agreement reflected as a percent, use the straight percent method (DO NOT COMPOUND).

Example of 10% Decrease on \$4,000:

$$\$4,000 \div 1.10 = \$3,636.3636 - \text{round to } \$3,636$$

- When calculating an increase or decrease for a PUN or settlement agreement reflected in steps, use the compound method.

Example of 2 step decrease on \$4,000:

$\$4,000 \div 1.05 = \$3,809.5238$ - round to \$3,810

$\$3,810 \div 1.05 = \$3,628.5714$ - round to \$3,629

DETERMINING SALARY (RELATIONSHIPS) BETWEEN CLASSES ON THE SALARY SCHEDULES

DPA RULE 599.674. Rate on Movement between Classes with Substantially the Same Salary Range

Such movement may be in the same or to another department and by transfer, appointment from an employment list, temporary appointment, or reinstatement other than mandatory and, in addition, under Paragraph (c), by either voluntary or disciplinary demotion. The provisions of this section do not apply to demotion in lieu of layoff or demotion under Section 19253.5 after medical examination.

Except as provided in Section 599.690 for trade rate classes, the salary rate payable to a permanent or probationary employee upon movement without a break in service between classes with substantially the same salary range shall be established as follows:

(a) When moving to a class with the same salary range or a range not to exceed one-step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed the total of the range differential between the maximum salary rates.

(b) When moving, other than from a promotional employment list, to a class with a salary range more than one-step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed one-step above the rate last received. When moving to this class by an appointment from a promotional employment list, the employee shall be entitled to the rate in the salary range one-step above the rate last received.

(c) In all other instances the employee may, as recommended by the appointing power, receive any rate in the salary range not above that last received.

EXAMPLE: DPA Rule 599.674(a)

1. Subtract the maximum salary rate of the "From" class from the maximum salary rate of the "To" class.

<u>FROM</u>	<u>TO</u>
Office Technician (General)	Secretary
(Min)	(Min)
\$2638	\$2686
(Max)	(Max)
\$3209	\$3265
$\$3265 - \$3209 = \$56$	

2. Divide the result by the maximum salary rate of the lower class in order to determine the range differential.

$$\$56 \div \$3209 = 0.0174 = 1.74\% = 1.7\%$$

3. As the result, 1.7% is less than one step, DPA Rule 599.674(a) is applicable and the employee may receive any rate in the salary range not to exceed the total of the range differential between the maximum salary rates (in the example below, the employee is at the salary rate of \$2770).

(Min)		(Min)
\$2638		\$2686
	(1.7%)*	
(\$2770)	x1.017	(\$2817)
(Max)		(Max)
\$3209		\$3265

EXAMPLE: DPA Rule 599.674(b)

1. Subtract the maximum salary rate of the "From" class from the maximum salary rate of the "To" class.

<u>FROM</u>	<u>TO</u>
Office Technician (General)	Accountant I (Specialist)
(Min)	(Min)
\$2638	\$2870
(Max)	(Max)
\$3209	\$3488
\$3488 - \$3209 = \$279	

2. Divide the result by the maximum salary rate of the lower class in order to determine the range differential.

$$\$279 \div \$3209 = 0.0869 = 8.70\% = 8.7\%$$

* To convert a percentage to a decimal, move the decimal point two places to the left (1.018).

3. As the result, 8.7 percent is more than one step but less than two, DPA Rule 599.674(b) is applicable and the employee may receive a one-step (5%) increase (in the example below, the employee is at the salary rate of \$2717).

(Min)		(Min)
\$2638		\$2870
2717	(5%)*	
(\$2809)	x 1.05	(\$2949)
(Max)		(Max)
\$3209		\$3488

EXAMPLE: DPA Rule 599.674(c)

1. Subtract the maximum salary rate of the “From” class from the maximum salary rate of the “To” class.

<u>FROM</u>	<u>TO</u>
Staff Services Analyst, Range C	Employment Program Representative, Range C
(Min)	(Min)
\$3658	\$3503
(Max)	(Max)
\$4446	\$4256
$\$4256 - \$4446 = (-) \$190$	

2. Divide the result by the maximum salary rate of the lower class in order to determine the range differential.

$$(-) \$190 \div \$4256 = (-) 0.4464\% = (-) .04\%$$

3. As the result, (-) .04% is less than one-step lower, DPA Rule 599.674(c) is applicable and the employee may receive any rate in the salary range not above the rate last received (in the example below, the employee is at the salary rate of \$3841).

(Min)	(Min)
\$3658	\$3503
(\$3841)	(\$3841)
(Max)	(Max)
\$4446	\$4256

* To convert a percentage to a decimal, move the decimal point two places to the left (1.05).

If the employee receives an increase, a new salary anniversary date is established subject to the provisions of Sections 599.683 and 599.685; otherwise, the salary adjustment anniversary date is retained.

DPA RULE 599.675. Rate on Movement to Class with Lower Salary Range

Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who, without a break in service, moves to a class with a lower salary range may receive, if recommended by the appointing power, and approved by the Director of the Department of Personnel Administration, a rate above the minimum provided it does not exceed the rate the employee last received.

Such movement may be in the same or to another department and may be by appointment from an employment list, temporary appointment, voluntary demotion, disciplinary demotion, or reinstatement under Government Code Section 19140. The provisions of this Section do not apply to demotion in lieu of layoff or demotion under Section 19253.5 after medical examination.

EXAMPLE: DPA Rule 599.675

1. Subtract the maximum salary rate of the "From" class from the maximum salary rate of the "To" class.

<u>FROM</u>	<u>TO</u>
Payroll Specialist, Range D	Office Technician (General)
(Min)	(Min)
\$3346	\$2638
(Max)	(Max)
\$4067	\$3209
$\$3209 - \$4067 = (-) \$858$	

2. Divide the result by the maximum salary rate of the lower class in order to determine the range differential.

$$(-) \$858 \div \$3209 = (-) 0.2673\% = (-) 26.7\%$$

3. As the result, (-) 26.7% is two steps or more lower, DPA Rule 599.675 is applicable and the employee may receive a rate above the minimum provided it does not exceed the rate last received (in the example below, the employee is at the salary rate of \$3396).

(Min)	(Min)
\$3346	\$2638
(\$3396)	(\$3209)
(Max)	(Max)
\$4067	\$3209

The rate last received is above the maximum of the new class, therefore, the employee receives the maximum.

DPA RULE 599.676. Rate on Movement to Class with Higher Salary Range

Such movement may be in the same or to another department and by appointment from an employment list, by temporary appointment, or by reinstatement.

Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who, without a break in service, moves to another class with a higher salary range shall be entitled to the rate in the salary range one-step above the rate last received. If the movement is between two classes, one of which has an established rate of compensation other than a monthly rate, and the increase resulting from such adjustment amounts to less than one step in the salary range for the higher class, the employee shall be entitled to the next higher rate in the salary range which provides a one-step increase.

A new salary adjustment anniversary date is established subject to the provisions of Sections 599.683 and 599.685.

EXAMPLE: DPA RULE 599.676

1. Subtract the maximum salary rate of the "From" class from the maximum salary rate of the "To" class.

<u>FROM</u>	<u>TO</u>
Office Assistant (General) Range B	Office Technician (General)
(Min)	(Min)
\$2281	\$2638
(Max)	(Max)
\$2770	\$3209
$\$3209 - \$2770 = \$439$	

2. Divide the result by the maximum salary rate of the lower class in order to determine the range differential.

$$\$439 \div \$2770 = 0.1584\% = 15.84\% = 15.8\%$$

3. As the result, 15.8% is a higher class, DPA Rule 599.676 is applicable and the employee is entitled to a one-step (5%) increase (in the example below, the employee is at the salary rate of \$2770).

(Min)		(Min)
\$2281		\$2638
	(5%)*	
(\$2770)	x 1.05	(\$2909)
(Max)		(Max)
\$2770		\$3209

DPA RULE 599.677. Rate on Reappointment or Reinstatement after Permanent Separation

Reentry into State service may be in the same or to another department and by appointment from an employment list, by temporary appointment, or reinstatement.

Upon the determination of the appointing power that it is in the best interest of the State, a former employee who reenters the service within the period of reinstatement or reemployment list eligibility or within three years after other permanent separations may, if not entitled thereto under Sections 19141, 19253.5, 19997.9, 19997.12, and 19775.6 of the act, receive a salary above the minimum limit provided that if the reinstatement or appointment is:

- (a) To the same class, the salary rate shall not exceed the rate in the salary range received at the time of separation adjusted for the salary range changes for the class since separation.
- (b) To a different class with substantially the same salary range as that of the class from which separated, the salary rate shall not exceed the rate the employee could receive if reinstated or reappointed to the same class from which separated.
- (c) To a different class with a lower salary range than the class from which separated, the employee may receive any rate in the salary range not to exceed the salary rate last received in the class from which separated, adjusted for the salary range changes of the latter class since the separation.

The rate in the salary range an employee receives on reappointment or reinstatement should be related to the employee's value to the State.

The Director of the Department of Personnel Administration may establish guides to be used in the application of this rule.

EXAMPLE: DPA Rule 599.677(a)

An employee voluntarily resigned from the classification of Office Technician (Typing), at the salary rate of \$2405, effective November 1, 1994. The employee reinstates to the class of Office Technician (Typing) effective July 1, 2003.

* To convert a percentage to a decimal, move the decimal point two places to the left (1.05).

Apply salary changes to the class since the employee's resignation of November 1, 1994 using the CSP application and Pay Letter instructions.

1/1/95	3% GEN	$\$2405 \times 1.03 = \2477
4/1/99	5.5% GEN	$\$2477 \times 1.055 = \2613
7/1/99	4% + 1% GEN*	$\$2613 \times 1.0504 = \2745
8/31/00	4% GEN	$\$2745 \times 1.04 = \2855
7/1/03	5% GEN	$\$2855 \times 1.05 = \2998

Employee upon reinstatement effective July 1, 2003 to the class of Office Technician (Typing):

Salary Range 7/1/03
Office Technician (Typing)
(Min)
\$2510

The greatest rate
the employee could
receive is \$2998

(Max)
\$3050

DPA RULE 599.681. Movement between Alternate Ranges

Unless otherwise authorized by the Director of the Department of Personnel Administration, when an employee qualifies under established criteria and moves from one alternate range to another alternate range of a class, the employee shall receive an increase or a decrease equivalent to the total of the range differential between the maximum salary rates of the alternate ranges and shall retain the salary adjustment anniversary date.

EXAMPLE: DPA Rule 599.681

Actuarial Statistician

Actuarial Statistician

A \$4400 – 5348 Alternate Range Criteria 161

B \$4833 - 5874

1. Subtract the maximum salary rate of the "From" range from the maximum salary rate of the "To" range.

$$\$5874 - 5348 = \$526$$

2. The employee shall receive an increase equivalent to the dollar difference between the maximum salary rates of the alternate ranges, as stated in MM 90-11, effective January 1, 1991.

* See Pay Letter 99-47